

TGMI Steering Committee Meeting
January 12, 2016
3:30 p.m. – 4:23 p.m.
Department of Intellectual & Developmental Disabilities
275 Stewarts Ferry Pike
One Cannon Way, Room 1152

Quorum: Yes

Opening

The regular meeting of the TGMI Steering Committee was called to order at 3:00 PM on January 12, 2016, in Nashville, Tennessee by Michelle Smith.

Attendance

Michelle Smith, Chair – Present
Joe Waldrum, Vice Chair – Present
Vicky Hutchings, Past Chair – Present (phone)
Jason Seay, Present Class President – Present
Shelley Walker, Present Class Steering Committee Member – Present
Lori Hedge, Past Class Steering Committee Member – Absent
Doug Willis, Past Class President – Present (phone)
Cynthia Stewart, Member at Large (Year 2) – Present
Nneka Norman-Gordon, Member at Large (Year 2) – Absent
Trish Holliday, DOHR Ex-Officio– Absent
Marcus Dodson, Member at Large (Year 1) – Present
Cyndi Taylor, Member at Large (Year 1) – Present
Tresa Jones – Present (phone)

Call to Order/Welcome: Michelle Smith

Meeting was called to order at 3:00 and all participants were identified. Michelle welcomed everyone and indicated that the TGMI Alumni Chair Procedures Manual was not completed yet and would be distributed as soon as she got them.

Treasurer's Report

Previous Balance 12/31/15: \$1,971.39
Deposits/Credits: \$0
Pending Withdrawals/Debits: \$1,217.91
Balance on 1/12/16: \$753.48

Election of 2016 TGMI Steering Committee Secretary: Michelle Smith

- Responsible for committee meeting minutes.
- Cyndi Taylor elected as 2016 Secretary with no opposition (Motion to elect-Jason Seay, Second-Marcus Dodson).

Secretary Report: Michelle Smith

- The December 1st Meeting minutes were approved (Motion to approve- Jason Seay, Second-Shelley Walker).
- The 2015 Annual Meeting (December 2nd) minutes were approved (Motion to approve – Marcus Dodson, Second-Jason Seay).

Sub-Committees Reports

Charter Committee Update (Michelle Smith)

- Mike Travis has stepped down. April Romero elected as Chair for the Charter Committee (Motion by Michelle Smith to make April new Chair, Second-Cyndi Taylor).
- Duties of the Committee include maintaining the TGMI Alumni Procedures Manual and ensuring the TGMI alumni membership is kept up to date, along with being a resource to the Steering Committee.

Communications Update (Michelle Smith)

- 2016 committee chair is Joe Waldrum (2016 Vice-Chair).
- Committee membership will continue to include all Class Reporters.
- Duties of the Committee include LinkedIn and Facebook membership and working with DOHR to update the alumni page.
- Julie Nichols will continue to produce the alumni newsletter with Joe's assistance.
- Julie Nichols will provide the contact information for DOHR website updates.

Community Service Update (Cynthia Stewart)

- \$1,470 was raised in 2015 to help the Middle Tennessee Make-A-Wish Foundation. Other 2015 initiatives included volunteering for Second Harvest Food Bank and serving at the Country Music Marathon.
- Cynthia Stewart and Joe Waldrum were elected co-chairs for the 2016 committee (Motion- Michelle Smith, Second-Marcus Dodson).

Business Events Update (Michelle Smith)

- Jason Seay was elected as committee chair for 2016 (Motion- Joe Waldrum, Second- Marcus Dodson).
- Duties of the Committee include organizing the TGMI Annual Meeting.
- Suggestions were made regarding recognition of overall class participation and individual participation.

Education Development Update (Michelle Smith)

- Duties of the Committee include scheduling Lunch and Learns, promoting the Black Belt program, and community education outreach.
- Marcus Dodson was elected as committee chair for 2016 (Motion- Joe Waldrum, Second- Shelly Walker).

Social Events Update (Michelle Smith)

- Duties of the Committee include organizing after-hours social events, sporting events, and other activities.
- Joe Waldrum nominated Doug Willis for 2016 Committee Chair (Motion- Marcus Dodson, Second- Cynthia Stewart).

Old Business

Annual Meeting Review (Michelle Smith)

- Attendance was fair, but lower than in the past. Several responses indicated a reason was the change of the annual meeting date two weeks before the event.

New Business

Monthly Steering Committee Location (Michelle Smith)

- February meeting will be held downtown at DOHR. Future meeting locations will be decided at that time.

Survey Results for 2015 Annual Meeting (Michelle Smith)

- Survey Monkey charges for access to full survey results.
- 69 of 446 attendees responded to the survey.
- Overall, responses to the survey were positive. Annual meeting location and day were mentioned as possible ways to increase attendance.
- Jason Seay will begin looking at all options for the 2016 meeting location and date.

Focus of 2016 TGMI Steering Committee:

- 2016 Committee wants to encourage more alumni participation and volunteerism.
- Rock-n-Roll Race Crew (formerly Music City Marathon): Register early to get a table at the beginning of marathon.
- Recognize the class with most annual volunteer participation (TGMI organized events), as well as the individual with the most volunteer hours.

Steering Committee Responsibilities for Incoming 2016 TGMI Class:

- April 2016: Present to new class about Steering Committee responsibilities.
- May 3, 2016: Present to new class about upcoming class elections.
- June 16, 2016: Conduct class elections.
- August 2016 Graduation: Prepare information packets and select gift for graduates.
- Michelle Smith will send out appointments to committee members.

Annual Meeting Dates and Venue:

- DOHR needs possible dates and venue selection for 2016 Annual Meeting. Should be submitted to Trish Holliday in next couple of weeks.

Adjournment

Meeting was adjourned at 4:23 PM by Michelle Smith. The next meeting will be February 9, 2016 at 3PM.

Minutes submitted by: Cyndi Taylor